

The  
Napa Sanitation District  
In Spectacular  
Napa Valley  
Is Seeking A  
General Manager



## UNIQUE OPPORTUNITY

This is an exceptional opportunity to lead an established and financially sound agency “dedicated to preserving the Napa River for generations to come.”

## THE REGION

Napa County, well-known for the beautiful Napa Valley, lies in close proximity to San Francisco, the Pacific Ocean, Lake Tahoe and Sacramento – the state capital. The region is known for its beautiful vineyards, moderate climate, low crime, picturesque golf courses, historic structures, scenic hills, inviting culture and outstanding schools.



Napa was named by the Wappo Indian tribe, the original inhabitants of the Napa Valley area. By 1830, settlers began farming the fertile soils bordering the Napa River, and by the late 1860's, venturesome farmers planted the first wine grapes. This spawned an industry that transformed Napa Valley into a world-class wine growing region and a popular tourist destination. Napa County has a population of 126,600 over 753 square miles, which includes the five incorporated cities of American Canyon (10,500), Calistoga (5,000), Napa (71,412), St. Helena (6,008) and Yountville (3,500). The City of Napa is the county seat.

A large selection of housing options is available. The area boasts an excellent school system, a local

community college, access to as many as eight four-year colleges in the surrounding region and ten additional community colleges in the greater Bay Area.

### Leisure Activities

Recreation and entertainment choices are plentiful in Napa County. The region has been successful in maintaining its “small town atmosphere” while catering to a large tourist population each year. Cultural venues are abundant through a variety of festivals, celebrations, theatre shows and events. The broad spectrum of outdoor activities includes bicycling tours through vineyards, golfing, tennis, hot air balloon rides, camping and historic walking tours. Gourmet restaurants are sprinkled throughout the region, as are many mineral-spring spas. All of these pursuits can be enjoyed while being surrounded by rolling hills and mountains of stunning beauty.



## THE DISTRICT

The Napa Sanitation District (NSD), located in the Napa Valley, provides wastewater collection, treatment and disposal services to the residents and businesses in the City of Napa and surrounding unincorporated areas of Napa County. NSD was organized in November 1945 under the California Health and Safety Code.

Napa Sanitation District is a local agency governed by a five-member Board of Directors comprised of three elected officials from the City and County (Mayor of the City of Napa, one City Council Member, and a Napa County Board of Supervisors Member), a public member appointed by City Council and a public member appointed by the Board of Supervisors. By contract, the County of Napa invests NSD funds and handles payroll and other disbursements for the District.

Napa Sanitation District's service area covers approximately 23 square miles with over 33,000 connections (26,000 residential connections). Through a network of 267 miles of underground pipelines, assisted by a system of six lift stations, the sewage makes its way to the recently completed Soscol Water Recycling Facility (SWRF) for treatment. The SWRF is a secondary and tertiary biological physical-chemical treatment facility that treats a mixture of domestic and industrial wastewater. The SWRF has a dry weather treatment design capacity of 15.4 million gallons a day.

The General Manager oversees an organization of 46 employees, a \$9.1 million operating budget, and a \$15 million capital budget. The General Manager directly supervises a senior staff consisting of: a Collections Systems Manager, Technical Services Manager, Plant Manager, and an Office Manager.

In 2003, the Napa Sanitation District was honored with the prestigious Associates Achievement Award given by the California Association of Sanitation Agencies (CASA). The CASA Associates Achievement Award is given once a year to an organization that has made significant technical advancement in wastewater collection, treatment and disposal, environmental protection and effective wastewater management. The District takes pride in its reclamation efforts. NSD accounts for seven percent of all the water that is recycled in the nine-county Bay Area. The District presently reclaims 25% of its flow and is aggressively pursuing additional reclamation opportunities.



## CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment of the General Manager, the Board of Directors and other key stakeholders identified the following current issues and priorities that will require the energy, commitment and expertise of the successful candidate:

### Alta Heights

Work has begun on two additional phases of sanitary sewer improvements in the Alta Heights area of East Napa. The purpose of this project is to replace or rehabilitate old dilapidated sewer mains and laterals that allow a significant amount of groundwater infiltration into the sewer system.

### Soscol Water Recycling Facility

Construction on the SWRF started in 1995 and has very recently been completed. The facility has been on-line for two years, and it is NSD's goal to optimize the use of this model wastewater treatment plant to help meet the future water demands of the community.

### Capital Improvement Program

Priorities need to be established for a five-year, \$103 million CIP. The CIP includes a new corporation yard/administrative facility (\$10 M), water reclamation projects (\$40 M), pump station rehabilitation (\$10 M), new double-barrel siphon sewer line under the Napa River (\$10 M) and other miscellaneous projects. District officials are exploring funding mechanisms for this aggressive CIP. The District is not subject to the vagaries of the state budget.

### Master Plan

The District Master Plan was last completed in 1990 and most of it has been implemented. A new master plan needs to be developed.

### District Rates

NSD finances are in good shape, and the District has not raised fees since 1997. A district-wide study of productivity improvement, along with sound management and budget administration are needed to maintain low rates.

## THE IDEAL CANDIDATE

The ideal candidate is a person with strong interpersonal skills who is an excellent communicator, instills customer service values in the organization and fosters a system of accountability and teamwork. He or she will be collaborative, innovative, energetic, accessible, and financially and politically astute. The General Manager must be an effective spokesperson for the District and welcome interaction with numerous area stakeholders such as the City of Napa, Napa County, Napa County Flood Control District, Cal Trans, organized labor, etc.

## EXPERIENCE AND EDUCATION

The successful candidate will be a seasoned, professional manager, or high-level assistant with demonstrated organizational and financial management abilities. Desirable attributes include significant knowledge of wastewater

and reclamation processes and an understanding of treatment plant operations. A Bachelor's degree in business, public administration, engineering, natural resources or highly related field is expected. Registration as a professional engineer is desirable, as is an advanced degree.

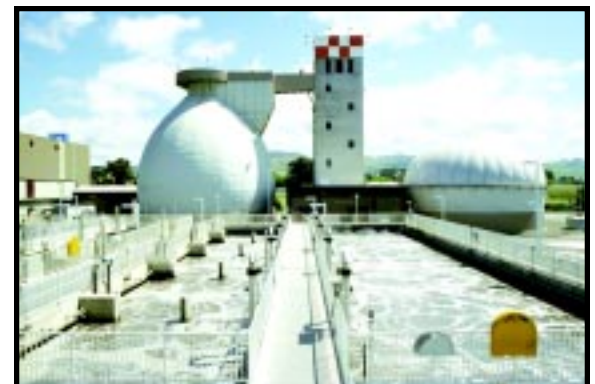
## COMPETENCIES AND PERSONAL CHARACTERISTICS

In addition to the experience and education requirements that are outlined above, District leaders have identified the following additional traits and competencies that the ideal candidate will possess:

- Good people management skills
- Open and accessible style
- Team builder / staff motivator / morale builder
- Fosters a system of accountability and is willing to be held accountable
- Leads by example
- Ability to assess good talent and delegate effectively
- Experienced in working cooperatively with District stakeholders

### *Napa Sanitation District Mission*

*To collect, treat, beneficially reuse, and dispose of wastewater in an effective and economical manner that respects the environment, maintains the public's health and meets or exceeds all local, state and Federal regulations.*





- A professional image and demeanor
- Understands engineering as it relates to wastewater collection and treatment
- Ability to work collaboratively with the Board of Directors
- Effective advocacy skills
- Ability to work effectively in a political environment
- Established track record of productivity improvement
- Working knowledge of maintenance management systems
- Proactive in addressing challenges and priorities
- Strong budget and financial management skills

## COMPENSATION AND BENEFITS

**Salary** – The approved salary range for this position is \$132,144 - \$160,728.

The District also offers an outstanding benefit package that includes:

**PERS Retirement** – California Public Employees Retirement System (PERS) 2.7% at 55 plan.

**Deferred Compensation** – 457 plan with District matching employee contribution up to \$125 per month.

### Medical, Dental and Vision

**Insurance** – District presently provides coverage for employee and family.

**Life Insurance** – District provides \$100,000 policy.

**Disability Insurance** – Short and long term disability coverage.

**Vacation** – Generous vacation, holiday and management leave.

**Auto** – Auto allowance or use of District vehicle.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

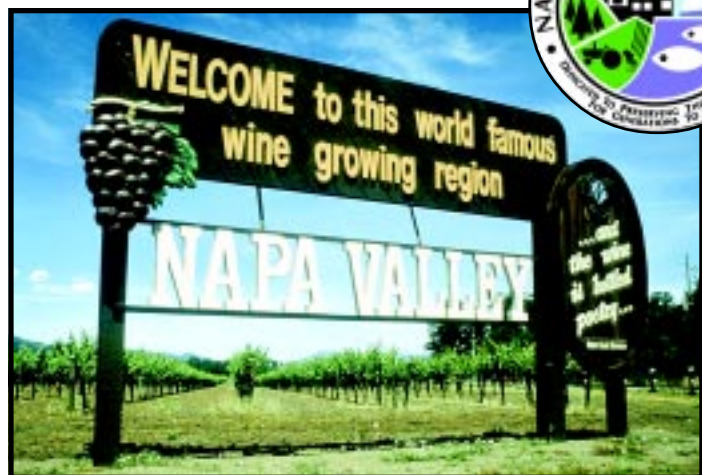
**The final filing date is June 24, 2004.** To be considered, please submit a cover letter, list of three work-related references (who will **not** be contacted in the early stages of the recruitment), indication of current salary and a resume that reflects the size of staff and budget you have managed. Your resume should indicate both months and years of beginning/ending dates of positions held. For additional information regarding this opportunity, contact David Harris or Stuart Satow at:



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 Web-site: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to a preliminary screening interview conducted by the consultants in early July. It is anticipated that interviews with finalists will occur in early August and that an appointment will be announced by mid August, following follow-up interviews and thorough reference and background checks.

Visit the Napa Sanitation District website at [www.napasanitiationdistrict.com](http://www.napasanitiationdistrict.com)



Photos courtesy Bill Gaffney

